

Episkopi

British Forces Post Office 53

Tel. (+357) 25 96 3888 Fax. (+357) 25 96 3708

Email: enquiries@stjohnsschoolcyprus.com Web: www.stjohnsschoolcyprus.com

MINUTES OF THE ST JOHN'S SCHOOL GOVERNANCE COMMITTEE MEETING HELD ON WEDNESDAY 20 NOVEMBER 2019

Attendees					
Lt Col R Davison (MD)	Chairman				
Mr M Fensom (MF)	Vice Chair				
Mrs E Bryson (EB)	Headteacher				
Mrs P Demetriou (PJD)	Secretary to SGC				
Mrs J Dowlen-Gilliland (JDG)	Safeguarding Rep				
Capt N Garcia (NG)	UWO Regiment/Parent Rep Episkopi				
Mr R Cowin (RWC)	Community Rep/Retired SJS Teacher				
Mr J Mauger (JM)	Health and Safety Rep				
Mr I Ross (IR)	Parent Rep Episkopi				
Mrs E Kelley (EK)	Parent Rep Episkopi				
Mr P Dakin (PD)	Youth Worker/Parent Rep Episkopi				
Mrs R Clarke (RC)	Community Police Officer/Parent Rep Episkopi				
Mrs C Cotter (CC)	Parent Rep Akrotiri				
Mrs E Ford (EF)	Parent Rep Akrotiri				
Mr A Deeves (AD)	Parent Rep Akrotiri				
Mr T Tappin (TT)	Parent Rep Akrotiri				
Ms N Robertshaw (NR)	Teaching Staff Rep				
Mr R Roberts (RR)	Support Staff Rep				
Apologies for absence					
Mr L Hollingworth (LH)	Regiment Rep				

Ser	Agenda Point		Comments	Action
1	Introduction and welcome	•	MD opened the meeting at 1415 hrs and welcomed new governors MF, NR and RR. MD reported that MF will now be Vice Chair, JDG Safeguarding Rep and JD has resigned due to a clash with Beavers/Scouts on Wednesday afternoons. The minutes of the previous meeting were accepted as read.	
2	Review of minutes from previous meeting	•	MD advised that it has been decided to hold a Pre-SGC subcommittee meeting with MD, MF, EB and PJD 1 week before each SGC meeting. Apart from these changes it was decided to maintain the status quo for now and to make any further changes as are deemed necessary. EB reported that student attendance currently stands at 94.5% and that attendance figures will also go on the school website each week for parents to see. EB added that she has sent a letter out to parents urging them to ensure maximum attendance wherever possible to prevent their children getting left behind. EB advised governors that the EEF site contains useful information regarding attendance.	







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2	Review of minutes from previous meeting	•	EB reported that she had today received a new student attendance policy from DCYP which she will put on the school website for parental information. This stipulates that we cannot impose parental fines for unauthorised absence and that any ongoing issues need to go via welfare. EB added that we currently have a case going through the psychiatrist. EK added that the MoD takes our context into account. EF discussed the likelihood of special occasion family celebration UK absence being authorised if the school will not authorise holidays in term-time. EB will conduct an analysis of authorised absence for the next SGC. EB confirmed that no response, negative or positive, has been received since she sent out a letter to parents	ЕВ
			regarding our justification for Y7 mixed ability classes.	
3	Headteacher's Report	•	EB summarised her Headteacher's Report. EB advised that she has been experiencing a few problems regarding parental engagement lately, including five sets of parents contacting her to discuss issues happening out of school, which is not our remit. In order to improve parent:school communication, EB will send out information to parents regarding how to engage with the school and also to clarify our staff hierarchy. EB added that parental advice regarding how to deal with social media issues and implications, etc, will also be publicised. EB suggested that we could also include sessions for parents from SSAFA and our Digital Leaders to help with this. Our SGC leaflet will also be revised and publicised. EF welcomed this as she said that she had recently been asked by some people in Akrotiri for advice regarding how to contact the school. EB stated that all parent reps should have a platform to find out parent voice.	EB
		•	Fee paying students were discussed. It was confirmed	
		•	that non-entitled fee paying students are often referred to us by word of mouth through personal recommendation. EK asked if we could advertise for non-entitled fee paying A Level students to help improve student numbers in our	
	•	Sixth Form. KS4 Exams/Progress were discussed. EB reported that Progress 8 is only just below 0 in Maths but felt that,		
		following discussion with the HOF Maths, that the Y11 grades will be higher next summer. EB stated that the Y11 Mock Exams will take place in the first week of December. MD asked to view these results as soon as they were available, before Christmas, and said that at the next SGC meeting we will have a more accurate prediction of results.	ЕВ	







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30	HOOL			
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4	SGC link visit to school feedback	•	EB reported that six SGC completed meeting form reports had been received since the last meeting. EK advised that she has emailed HOF Expressive Arts but has still not received a reply. EB apologised for this and replied that she will encourage staff to contact their respective SGC link before Christmas. MD said that he always communicates with HOF Maths via	EB
		•	PJD as it is more effective that way. JDG said that the first contact was the most important. CC advised that it is difficult to find time to visit here as she is also working full-time as a Teacher in Akrotiri. CC raised the idea of working in groups. MD said that we need to establish the first visit before we can start working this way. MD recommended the help of PJD where contact with their respective link is proving difficult.	
		•	JDG reported that she had met with Deputy Headteacher, Andrew Armstrong, and agreed in the Spring term to undertake a Safeguarding Section 11 audit of how the school is doing each year. EF advised that she has met with Deputy Headteacher, Alex Kerr, to discuss Teaching and Learning and is due to have an update meeting asap. TT reported that he has had an introductory meeting with HOF Humanities. MD advised that he has had an introductory meeting with HOF Maths. EB said that he has had a very good track record at King's School, her previous school. AD asked if our students with PE first lesson could be allowed to travel to school already in PE kit to save time, as they do at Akrotiri Primary School? EB said that she would advise regarding this.	JDG
		•	RC reported that she has yet to receive any calls home ahead of her imminent 6 month deployment despite	EB
			notifying the school of this in advance. EB apologised for this not having yet taken place and would make sure that	
		•	this happened over the next week. EB recommended governors to do a review/activity with their respective SGC link to see another side of how the school is doing, to not just take their word for it.	EB
5	Walk the school activity in groups	•	The governors were divided up into several groups and had the task of reviewing various noticeboards around the	
		•	school site. Each group assessed the purpose, subject, design, effectiveness and condition of each noticeboard and these were discussed and compared. EB said that she would like to include a group activity of an SGC role as part of every meeting and asked for any ideas for this to please be forwarded to PJD.	All







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6	AOB	•	RC thoroughly recommended the forthcoming Café Noel evening to the governors. EK said that the Level 2 Safeguarding course she recently attended was the best she had ever experienced. EK advised that she was writing an SGC related article for the forthcoming St John's School Journal and asked if anybody would like to contribute something to please let her know. EB asked her to please include information regarding the SGC parent reps in this article. NR asked if there will be an opportunity to review the mixed ability teaching in Y7 and Y8 classes this year and also asked why this isn't applicable to Maths? EB replied that this will be reviewed before Easter and that she will report back on this to the SGC.	EK
7	Date of next meeting	•	Wednesday 15 January 2020	



